B.5.1000 SIN 599-1000 CONTRACT SUPPORT ITEMS

Effective upon issuance of Refresh 24 until 11:59 PM EST on December 31, 2019, all reportable sales for Transaction B – Lodging and/or Car Rental Reservations under SIN 599 2 shall be reported under SIN 599 1000.

Contractors on schedule may offer other fees that may be needed to provide direct support of the services provided. Typical fees include copies of studies, survey assessment tools, publications, training materials, satellite ticket printers, delivery fees (for courier or other delivery of tickets or other documents), meeting planning, etc.

Specific to SIN 599-2, Travel Agent Services, ancillary services that are not priced on a transactional basis should be offered under this SIN (e.g., customized reporting, services for unused tickets, booking engine fees, etc.). **Please note that SIN 599-1000 may not be ordered on its own; it must be coupled with another SIN.**

Please refer to the Price Proposal Template (PPT excel sheet) (599-1000) and Commercial Sales Practice (CSP) attachments. Remember to include pricing with and without the Industrial Funding Fee (IFF). For more information on IFF, please refer to https://vsc.gsa.gov.

For all SIN 599 1000 questions, please contact the Contracting Officer, Jason Cross, at Jason.cross@gsa.gov, or the Program Analyst, Mike Connor, at michael.connor@gsa.gov, with a copy to onthego@gsa.gov.